

8 March 1961

Doey:

1. I'm concerned (perhaps unnecessarily) about the status of the handbook for training officers which R/TR is assembling. I believe that the "climate is right" that we publish this as soon as possible, in that OTR must demonstrate that it is taking appropriate initiatives toward improving Training and toward facilitating and promoting participation in Training.

2. Secondly, it has occurred to us here that there are perhaps additional materials which might be included which are valuable as guidance but not entirely appropriate or acceptable as regulations. For example (and these may duplicate materials already suggested or in preparation):

- a. Guest participants--policy, suggestions for briefing and preparation, "care and handling of...", letters of appreciation--who prepares, who signs, etc.
- b. Lesson plans--recommended or suggested format, current use and for Vital Materials.
- c. Vital Materials--summary or paraphrase of OTR policy, responsibilities for preparation, etc.
- d. Area (OTR) Records Officer--services for instructors
- e. Educational Specialist--services for instructors.
- f. Library services.
- g. OTR Education Committee--membership, purpose, functions, procedures, services.
- h. A&E Staff services.
- i. PPS services.

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j. OTR policy toward "Suggestion Awards" and Employee Suggestions.

k. Procurement of special classroom equipment, furnishings, etc.

3. We will be happy to discuss these with you, to help in preparation, etc. Also, it might be profitable for us to discuss further revision, updating, additions, etc. of OTR regulations---?

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